

Information According to Art. 13 EU General Data Protection Regulation (GDPR) for Application for the Post of Head of Division IV

Version of: December 06, 2024

This privacy policy is to inform you about the processing by Karlsruhe Institute of Technology (KIT) of your personal data given when applying for the post of Head of Division IV.

I. Processing of Personal Data and Recipient

We collect and process personal data contained in your application documents to assess your eligibility for the post desired and to contact you. According to Article 4, No. 1 GDPR, personal data are all data referring to an identified or identifiable person.

a. Service Unit Executive Office and Strategy (STS) – Department Committee Support

The application documents received by the Service Unit Executive Office and Strategy (STS) – Department Committee Support are processed by the responsible employees of this department in order to coordinate the application process.

b. Search Committee

The Department Committee Support forwards your application documents to the Search Committee in charge of the selection procedure.

As a rule, this Search Committee consists of the following members:

- Two members of the executive committee,
- 13 members delegated by the council of Division IV.

As a rule, a representative of the Gender Equal Opportunities Commissioner of KIT is to participate in the meetings of the Search Committee as a guest.

The Search Committee may be extended by further members and guests.

c. Personnel Consulting Company

The application documents submitted by you may be handed over to an external personnel consulting company entrusted with the evaluation of the application, execution of interviews, and analyses of competencies and potentials.

d. Video Conference

Meetings of the search committees may take place using the "Microsoft Teams" video conference tool of Microsoft Corporation (Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA). According to the terminology used by Microsoft, a "Teams meeting" takes place. For this purpose, personal data of the participants of the meeting are processed to the extent required. The video and audio data recorded by the camera and microphone of the end device are transmitted to servers of the Microsoft Azure Cloud, together with the IP address and device / hardware information. The video and audio data are then transmitted to the end devices.

During the meetings, the contents of the application documents submitted by you, the impression gained of you, and the assessment results of the external personnel consulting company will be discussed.

In the case of your participation in the meeting of the Search Committee, the video and audio data will include your image and your voice as personal data, because the data refer to you as an identified or identifiable natural person. Your IP address and device / hardware information also allow conclusions to be drawn with respect to your person in principle.

Participation in meetings of Microsoft Teams is possible via a guest account in the browser. Alternatively, you can log in the browser or the Microsoft Teams desktop application with your Microsoft account. If you choose guest access without account login, the name you enter for participation in the Teams meeting is processed. In case you log in with your Microsoft account, the account name and the corresponding display name are processed as personal data.

When using Microsoft Teams as a cloud service, Microsoft Corporation may have access in principle. It is agreed that data processing takes place on servers in Germany, the Netherlands, and Ireland.

The connection is not end-to-end encrypted. Microsoft Teams uses point-to-point encryption of audio, video, and application release streams and checks integrity.

Kindly note that we cannot directly influence data security when using cloud services. As Microsoft is certified according to ISO 27001 (IT basic protection) and ISO 27018 (data protection standard for cloud services), it must be assumed, however, that the data are protected against unauthorized access by third parties. Still, a certain risk remains whenever cloud services are used.

II. Controller and Data Protection Commissioner

According to the GDPR (Article 4, No. 7) and other data protection regulations, the controller is:

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76131 Karlsruhe, Germany
Phone: +49 721 608-0
Fax: +49 721 608-44290
Email: info@kit.edu

Karlsruhe Institute of Technology is a public corporation represented by its President.

Our data protection commissioner can be contacted at dsb@kit.edu or by ordinary mail with "Die Datenschutzbeauftragte" (the data protection commissioner) being indicated on the envelope.

III. Storage Period

Upon completion of the application procedure, the application documents will be deleted completely after a storage period of 100 days, unless other legal storage obligations exist or the deletion obligation is postponed by another regulation. In the case of appointment, the necessary documents will be included in your personal file.

The data relating to the use of Microsoft Teams will be stored temporarily as long as this is technically needed for the Teams meetings. The meetings will not be recorded.

IV. Legal Basis

The legal basis for processing your application documents is Article 6, par. 1 letter e, par. 3 GDPR in conjunction with Article 15 of the Baden-Württemberg State Data Protection Act (Landesdatenschutzgesetz BW, LDSG) apply or Article 83, par. 1, Baden-Württemberg State Civil Servants Act (Landesbeamtengesetz BW) to the extent to which personal file data according to the civil service legislation are affected.

V. Your Rights

As regards your personal data, you have the following rights:

- Right to revoke your consent with effect for the future, provided that processing is based on an approval according to Article 6, par. 1, sub-par. 1, a GDPR (Article 7, par. 3, GDPR)
- Right to confirmation whether data about you are processed and right of information about the data processed and about data processing, and right to obtain copies of the data (Article 15 GDPR)
- Right to rectification or completion of incorrect or incomplete data (Article 16 GDPR)
- Right to immediate erasure of your personal data (Article 17 GDPR)
- Right to restriction of processing (Article 18 GDPR)
- Right to data portability in a structured, standard, and machine-readable format, if processing is based on a consent according to Article 6, par. 1, sub-par. 1, a or Article 9, par. 2, a or on an agreement according to Article 6, par. 1, sub-par. 1, b (Article 20 GDPR)

- Right to object to the future processing of your personal data, if the data are processed according to Article 6, par. 1, e or f GDPR (Article 21 GDPR)

In addition, you have the right to complain about the processing of your personal data by Karlsruhe Institute of Technology (KIT) with its supervisory authority (Article 77 GDPR). According to Article 25, par. 1, State Data Protection Act (LDSG), the supervisory authority of the KIT according to Article 51, par. 1 GDPR is:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg (Baden-Württemberg State Commissioner for Data Protection and Freedom of Information)

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